

Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : [REDACTED], Chief, C&WD, Overt Branch
25X1A9a FROM : [REDACTED], Position Classifier

DATE: 10 February 1953

SUBJECT: Establishment of a Forms Control Officer Position and a Publications Control Officer Position in the Office of General Services.

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1. On Tuesday, 27 January 1953, a conference attended by Mr. [REDACTED] of the General Services Office and Mr. [REDACTED] of the Classification and Wage Division was held for the purpose of discussing the establishment of Forms Control and Publications Control Officer positions and a clerical position. During the conference Mr. [REDACTED] outlined the general nature and scope of the new positions stating that inherent responsibilities would be as follows:

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a. The Publications Control position is to include program responsibility for the control of all publications throughout the Agency including the DDA, DDI, DDP. The general nature of the position is planned to encompass a continuing review of existing Agency publications to determine (1) Whether the method of printing now used is the most effective, desirable, and economical both from the management and the user standpoint; (2) To make a comprehensive consumer research type study of several intelligence publications now disseminated to ascertain whether distribution is being fully utilized, (whether the readers are actually reading all parts of the publications or only reviewing specific parts) and to get comments concerning their ideas as to what should or should not be included in such publications; (3) To ascertain the number of different formats in use at the present time and to develop a standard format to be used in all publications. The incumbent of the position will serve on the immediate staff of the Chief, General Services Office as his special assistant and in this capacity will review requests for any type publications desired by any part of the Agency and through his vast experience in the planning field will determine whether the requested publication can be reduced in size, volume or the method of printing may be changed to produce the desired publication in a more effective and economical manner.

In my opinion it appears that the scope of such a program within this Agency as outlined by Mr. [REDACTED] should have a far reaching effect and will take a highly qualified individual. Based on a comparison of the general level of responsibility of Grade 14 and 15 positions throughout the Agency, it would appear

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that the subject position should be established at the Grade 14 level at this time. As the program gets underway and fully developed, a further review should be made of the position to determine whether GS-15 is in order. This assumption and recommendation combined is consistent with the request made by Mr. [REDACTED].

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b. The second position, a Forms Control Officer would, like the Publications Control position, be charged with over-all Agency responsibility for the Control of forms. There are 3 basic responsibilities of the program as follows:

A continuing review of all forms used by the Agency to determine their adequacy for serving the purpose for which designed and to suggest the revision or elimination of antiquated forms, the consolidation of two or more forms which serve essentially the same purpose and in general to streamline the forms now in use throughout the Agency.

Secondly, To act as the chief consultant and forms designer within the Agency which includes responsibility for receiving requests for new forms or revision of old forms and to determine their adequacy for the purpose intended and effectiveness concerning capability of depicting desired information and for format. In this capacity, recommends that the request be honored, as is, or revises the request to include changes to make the forms more effective for the purpose intended. Finally, Based on information furnished by O & M examiners or records analysts concerning forms problems encountered in their studies, makes comprehensive O & M type studies in any organization or groups of organizations throughout the Agency, particularly where the use of forms cross organization lines, to develop ways and means of forms consolidation or redesign to secure increased efficiency of operational or procedural reporting. This position in addition to performing as a journeyman or at about the same level as a journeyman O & M Examiner plus the additional responsibility for an Agency forms control program appears to justify the requested Grade GS-13 without any trouble. Thus it is recommended that this position be approved at GS-13.

2. The publications control and forms control programs have been approved for inclusion in the General Service Office realm of responsibility by memos signed by the Assistant Director for Administration, L.K. White 22 and 21 January respectively. The approvals were made with the provisos that the establishment of the Publications Officer and Secretary positions and the transfer of the forms control position and its incumbent from the O & M Service are to be accomplished within the approved General Service Office T/O.

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3. Mr. [REDACTED]h, at my request, agreed to furnish us with a memo outlining the relationship of the General Service Office with the DD/P as regards the publications and forms control programs. It was further agreed that the actual establishment of the positions would be withheld pending receipt of the memo. Mr. [REDACTED] advised 10 February 1953 that the memo was to be forwarded immediately.

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4. Mr. [REDACTED] gave verbal concurrence to Mr. [REDACTED] for the allocation of the Publications Officer position at GS-14, during Mr. [REDACTED] absence, and requests your concurrence in writing on my recommendations.

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CONCURRED IN BY:

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